

IOWA DEPARTMENT OF NATURAL RESOURCES PM2.5 NAAQS IMPLEMENTATION WORKGROUP

Subcommittee Instructions and Expectations

Formation and Organization:

- Subcommittees will be established by the workgroup. Each subcommittee will have a chair or co-chairs.
- Workgroup members are encouraged to join one or more subcommittees by adding their name to the sign up list for the applicable subcommittee. Members may indicate that they would like to chair or co-chair a subcommittee when they add their name to the signup list.
- An election will be conducted by the subcommittee members of any subcommittee with more than two members who want to chair or co-chair the subcommittee.

Meeting Logistics:

- Subcommittee meetings will occur outside of the workgroup meetings and will be scheduled as needed by the subcommittee chair(s).
- Subcommittee meetings may be conducted at any location agreed upon by subcommittee members or may be conducted through electronic means.
- Subcommittee meetings are public meetings and public access must be provided to meeting sites. The DNR must be notified of the meeting at least 3 business days in advance in order to provide the information on the Internet.
- DNR will facilitate meeting room scheduling for subcommittee meetings that may be held at the Air Quality Bureau.

Subcommittee Process

- Topics and order of discussion for each subcommittee will be established by the workgroup, but should include the highest priority elements identified during the workgroup brainstorming activity.
- Subcommittees are encouraged to develop recommendations and to present those recommendations to the entire workgroup as soon as practical. The recommendations should include:
 - Statement of the issue addressed,
 - Recommendations for addressing the issue, including an outline of the benefits and dis-benefits of the recommendations and significant alternatives,

- Strategies for adopting the recommendations and,
- Technical justifications.
- Subcommittees may not reach consensus recommendations on some issues and are encouraged to provide opportunities for all viewpoints to be discussed and developed for presentation to the workgroup.
- Recommendations and alternative positions must be reported to the workgroup for full deliberation and discussion.
- It is anticipated that each subcommittee will have met once prior to the July 8, 2010 workgroup meeting.

Full Workgroup Updates:

- The chair or co-chairs will provide updates on the subcommittee's progress to the main workgroup at each regularly scheduled workgroup meeting.
- A timeline to review the topics and provide recommendations on the topics assigned to each subcommittee is encouraged to be presented at the July 8, 2010 meeting. The intent is to ensure that all topics will be reviewed prior to the conclusion of the workgroup.
- Subcommittee chairs or co-chairs will be asked to provide agenda items (recommendations) for discussion prior to each workgroup meeting.

Recordkeeping:

- Subcommittee chairs or co-chairs are responsible for maintaining records of their respective subcommittee meetings, or appointing another member of the subcommittee to do so.
- Subcommittee records will constitute public records available for public inspection. These records will be provided to the DNR at anytime upon request. All records will be submitted to the DNR at the conclusion of the subcommittee meetings.